GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Panchayat Raj and Rural Development Department –Village Secretariat Functionaries – Leave sanctioning Authorities to the Panchayat Secretary Grade I to VI – Consolidate Instructions -Orders –Issued.

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PANCHAYAT RAJ &RURAL DEVELOPMENT (MDL-I) DEPARTMENT

G.O.Ms.No.22 **Dated.01.04.2021.**

Read the following:-

1. G.O.Ms.No.70, PR & RD(Rules)Department,Dated.29.02.2000.
2. D.O.Letter No.27034/MDL-II/2002,PR &RD Department, Dt.31.05.2002.
3. G.O.Ms.No.295,PR&RD(MDL-II)Department,Dated.02.08.2002.
4. G.O.Ms.No.81,PR &RD(MDL-II)Department, Dated.20.02.2010.
5. G.O.Ms.No.84,PR &RD(MDL-II)Department, Dated.24.02.2010.
6. G.O.Ms.No.110 PR&RD (Mdl.I) Department, Dated.19-7-2019.
7. G.O.Ms.No.148 PR&RD (Mdl.I) Department, Dated.27-09-2019.
8. G.O.Ms.No.153 PR&RD (Mdl.I) Department, Dated.04.10.2019.
9. G.O.Ms.No.1, GVWV & VSWS Dept., Dt:04.02.2021.
10. From the GVWV/VSWS Department, Rc.No.2/A/(E1354798)/2021, Dated.23.02.2021.
11. From the Commissioner, PR &RD, Tadepalli, Letter No.1362600 /CPR &RD/B2/2021,Dt.07.03.2021.
12. G.O.Ms.No.2,Department of GVWV &VSWS,Dt.25.03.2021.

ORDER:

The Government have committed to revamp delivery systems in the State to improve the living standards of the people through the concept of NAVARATHNALU, a core theme of governance. To achieve this objective, Government in G.O. 6th read above, have established Village Secretariat System in Gram Panchayats consisting of required functional assistants to strengthen Gram Panchayats and provide services for every 2000 population in the state.

2. Earlier, in the G.O. 3rd read above, Government have framed the "Andhra Pradesh Panchayat Raj (Panchayat Secretary) Sub-ordinate Service Rules, 2002" for the post of Panchayath Secretaries Category I to VII. Further, Government in the G.O. 4th read above, have issued orders for re-grouping the posts of Panchayat Secretary into Four (4) categories consequent on formation of Panchayat Clusters. Further, Government in G.O.5th read above, have revised the A.P. Panchayath Raj Subordinate Service Rules 2010 for the Post of Panchayath Secretary after regrouping the existing seven categories into four categories. Further, in the G.O. 6th read above, the Village Secretariat system was established and appointed, among others, the Panchayat Secretary and Digital Assistant to the newly created Village Secretariat System in Gram Panchayats. Subsequently, in the G.O. 8th read above modifed the orders issued in the G.O. 6th cited by designating the Panchayath Secretary as Gr.V and Digital Asst. as Gr.VI. Accordingly, in G.O. 7th read above, certain amendments were issued to the A.P. Panchyat Raj Subordinate Service Rules 2010 incorporating Panchayath Secretary Gr. V and Gr.VI (Digital Assistant).

(Contd.2)

3. In the G.O. 9th read above, the Government in Gram Volunteers/Ward Volunteers and Village Secretariats /Ward Secretariats Department have issued certain instructions to all the Functionaries of Village / Ward Secretariats to mark Bio-metric attendance and also ordered that the Biometric attendance will be linked with the payment of salaries to the Village / Ward Secretariat functionaries with effect from 01.04.2021. A meeting with HOD's of Line Departments has been conducted on 18.02.2021 and requested the Line Departments to issue detailed instructions regarding sanction of leaves other than Casual leaves duly indicating type of leave and sanctioning authority, which is required for payment of salaries based on Biometric attendance. After furnishing the information it will be shared to the APCFSS for necessary modifications in the salary payment module. Accordingly, the Gram Volunteers/Ward Volunteers and Village Secretariats /Ward Secretariats Department have requested to furnish the information.

4. In response to this, the Commissioner, Panchayat Raj and Rural Development, in the letter 11th read above, has submitted a proposal indicating the leave sanctioning authority to the Panchayat Secretary Gr.I to VI as per the proforma prescribed by the Gram Volunteers/ Ward Volunteers and Village Secretariats /Ward Secretariat Department for further orders.

5. Further, in the G.O. 12th read above, the Government in Gram Volunteers/Ward Volunteers and Village Secretariats /Ward Secretariats Department have issued delegation orders to certain functionaries, among others, regarding sanction of casual leaves to Panchayath Secretaries Gr.I to VI also.

6. In the circumstances reported by the Commissioner, Panchayat Raj & Rural Development in the reference 11th read above and keeping in view of the orders issued in the G.O. 12th read above, Government after careful examination of the matter, hereby designate the following leave sanctioning authority to the Panchayat Secretary Grade I to VI :

LEAVE SANCTIONING AUTHORITY TO THE VILLAGE SECRETARIAT FUNCTIONARIES

Name of the Functionary: Panchayat Secretary Grade-I to VI

Name of the Department: Panchayat Raj

S.No.	Name of the Leave	Existing Sanctioning Authority (Indicate G.O.& Date)	Orders issued for Sanctioning Authority
1	Casual Leave(C.L)	Sarpanch of the Gram Panchayat	Sarpanch of the Gram Panchayat for Panchayath Secretary Gr. I to V **For, Panchayath Secretary Gr. VI (Digital Assistant) shall seek approval of Casual leave from the respective Head of the concerned Dept., at the Mandal level and Casual Leave application shall be routed through VRO.**

(Contd.3)

2	Optional Holiday (O.H)	MPDO as per D.O.Letter No.27034/MDL-II/2002,Dt.31.05.2002	**Mandal Parishad Development Officer**
3	Special Casual Leave	MPDO as per D.O.Letter No.27034/MDL-II/2002,Dt.31.05.2002	Mandal Parishad Development Officer
4	Commuted Leave	---	Upto 3 months – Mandal Parishad Development Officer From 3 months to 6 months – Divisional Panchayat Officer From 6 months to one year – District Panchayat Officer More than one year – Appointing authority i.e., Panchayat Secretary Grade- I & II – Commissioner, PR&RD Panchayat Secretary Grade-III to VI – District Collector
5	Maternity Leave	MPDO as per D.O.Letter No.27034/MDL-II/2002,Dt.31.05.2002	Mandal Parishad Development Officer
6	Paternity Leave	MPDO as per D.O.Letter No.27034/MDL-II/2002,Dt.31.05.2002	Mandal Parishad Development Officer
7	Earned Leave(E.L)	Divisional Panchayat Officer up to 30 days and District Panchayat Officer more than 30 days as per G.O.Ms.No.70,PR &RD Dept.,dt.29.02.2000.	Upto 3 months – Mandal Parishad Development Officer From 3 months to 6 months – Divisional Panchayat Officer From 6 months to 1 year – District Panchayat Officer More than one year – Appointing authority i.e., Panchayat Secretary Grade -I & II – Commissioner, PR&RD Panchayat Secretary Grade-III to VI – District Collector

(Contd.4)

8	Half Pay Leave(HPL)	MPDO as per D.O.Letter No.27034/MDL-II/2002,Dt.31.05.2002	Upto 3 months – Mandal Parishad Development Officer From 3 months to 6 months – Divisional Panchayat Officer From 6 months to 1 year – District Panchayat Officer More than one year – Appointing authority i.e., Panchayat Secretary Grade -I & II – Commissioner, PR&RD Panchayat Secretary Grade- III to VI – District Collector
9	Extra Ordinary Leave(EOL) or Leave on Loss of Pay	MPDO as per D.O.Letter No.27034/MDL-II/2002, Dt.31.05.2002	1. Upto 6 Months - Commissioner, PR& RD 2.Above 6 months - Government
10	Study Leave	MPDO as per D.O.Letter No.27034/MDL-II/2002, Dt.31.05.2002	District Collector
11	Surrender Leave	MPDO as per D.O.Letter No.27034/MDL-II/2002, Dt.31.05.2002	Mandal Parishad Development Officer
12	Special Disability Leave	MPDO as per D.O. Letter No.27034/MDL-II/2002, Dt.31.05.2002	Government

7. The Commissioner, PR & RD Department, AP, Tadepalli, Guntur District shall take further necessary action accordingly.

(BY ORDER IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

GOPAL KRISHNA DWIVEDI
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner, PR & RD Department, AP, Tadepalli, Guntur District.
The Gram Volunteers/ Ward Volunteers and Village Secretariats /Ward Secretariat Department.
The Director, Department of Gram Volunteers/ Ward Volunteers and Village Secretariats/Ward Secretariats, Autongar, Vijayawada.
All the other Heads of Department (Through concerned Secretariat Depts.)
All the District Collectors in the State.
The Chief Executive Officer, APCFSS, Vijayawada.
Copy to:-
The PS to Secretary to Chief Minister, AP Secretariat, Velagapudi.
The PS to Chief Secretary to Government, AP Secretariat, Velagapudi.
The OSD to Minister, Panchayat Raj & Rural Development Department, AP Secretariat, Velagapudi.
The PS to Principal Secretary, PR&RD Department, A.P. Secretariat, Velagapudi.

(Contd.5)

The PS to Special Chief Secretary to Government, GVWV &VSWS
Department, AP Secretariat, Velagapudi.
SF/SC.

//FORWARDED BY ORDER//

SECTION OFFICER